

# Table of Contents

<b>Introduction.....</b>	<b>1</b>
<b>Plan Your Print Requests .....</b>	<b>2</b>
<b>Review and Analyze.....</b>	<b>2</b>
<b>How To Get The Most For Your State Printing Dollar .....</b>	<b>3</b>
<b>Checklist For Printing.....</b>	<b>3</b>
<b>Priority Levels .....</b>	<b>8</b>
<b>Requesting Printing Services.....</b>	<b>8</b>
<b>Request for Printing Form.....</b>	<b>9</b>
<b>Camera-ready Copy Guidelines .....</b>	<b>14</b>
<b>Disk Ready Projects &amp; Sending to the Docutech .....</b>	<b>15</b>
<b>Equipment Guidelines .....</b>	<b>16</b>
Pre-Press Operation .....	16
Press Operation.....	16
Bindery Operation .....	16
<b>Standard Paper List .....</b>	<b>18</b>
<b>Production Time Table .....</b>	<b>20</b>
<b>Pre-Press, Desktop, Forms Design Information .....</b>	<b>21</b>
<b>Cost Saving Tips.....</b>	<b>21</b>
<b>Colored Ink (other than envelopes) .....</b>	<b>22</b>
<b>Envelope Schedule (Black &amp; Colored Ink) .....</b>	<b>22</b>
<b>Page – Numbering Standards for Publications .....</b>	<b>23</b>
<b>United States Postal Service .....</b>	<b>26</b>
Mailing Project Guidelines .....	26
Classes of Mail .....	26
Presorted Standard .....	26
Designing Your Mailpiece .....	27
Addressing Your Mailpiece .....	27
Reply Mail.....	28
Postage Payment Methods.....	28
<b>United States Postal Service Resources.....</b>	<b>29</b>

### Introduction

Printing within the realm of state government needs to be cost effective. The goal is to keep user agency personnel informed about printing and its procedures to provide a cost effective printing service.

Central Duplicating Service provides this printing information to increase agency knowledge and understanding of printing services. Each agency needs to assign the necessary people the responsibilities to coordinate printing for their agency, division, unit or program. It is important to establish good contact people in each agency who will learn about printing, solve problems and determine what needs to be done.

Agencies need to apply the same procedures and printing information, to requisitioning printing from private printers. There is significant cost saving potential in using these economical methods of printing in the commercial printing sector.

The purpose of this manual is to remove some of the mysteries about printing, explain how to use printing services, and help determine agency printing needs. Important aspects of the printing process will be covered and agencies will become familiarized with Central Services-Central Duplicating Service.

Central Duplicating was established to provide a centralized printing facility providing departments and agencies with economical and efficient printing services to meet their needs. The staff consists of technical production staff and office staff. The production consists of forms design, graphics design, pre-press, press, copiers and bindery operations. The office operation is responsible for administration, accounting, billing, and clerical work.

Printing services, technical advice, methods of economy and layout specification and desktop publishing are just a few of the services offered. The printing manager or assigned agency representatives will work with agencies pertaining to camera-ready copy, negatives, and other production procedures necessary to process a printing request. These people will also help with scheduling, estimating, and making recommendations. If Central Duplicating cannot provide the necessary services, agencies will be advised how to request commercial printing services.

Central Duplicating is a service fund operation. Services provided must generate the necessary revenue to cover equipment, operation, and overhead expenses.

### Plan Your Print Requests

Planning your printing at the beginning of the project will help eliminate production problems. It is important to make decisions about your printing before it is submitted to Central Duplicating.

When preparing your materials, considering the simple factors listed below can often prevent errors and make it possible to complete the work on time.

- Is the material complete and accurate before it goes to the printer? Changes during production can affect your delivery date and increase costs.
- Are there special requirements? These add production time to your order.
- Is the quantity enough to last? Small orders run faster, however, repeated orders require additional set-up fees.
- Is the quantity too large for the deadline requested?
- How many production stages are required to give you the finished product? Each step adds time to your delivery. (Example – jobs requiring composition, printing, collating and stitching take longer to produce than jobs which are printed & wrapped only.)
- Is your deadline critical to your operation? Have you conveyed that to the print shop staff?
- Are you requesting a standard stock item? Specialty papers can take as long as 60 days to produce.
- Will all the work be completed in-house or does it require outside labor?

### Review and Analyze

Agencies need to review and analyze their printing. Printing analysis is the means of determining what needs to be printed, how the information should be printed, and what kind of materials should be used. Good printing analysis should result in savings in time, materials, and reduce the final cost of the printed product.

A good question is, “Why analyze printing?” The answer is that there are two basic reasons to analyze printing: To increase efficiency and to decrease costs.

The first priority is to gather the necessary information about the printed product. The facts gathered should answer the questions who, what, why, where, and how.

1. Who is responsible for it? does the work? uses it? gets it?
2. What is the object?
3. Why is it used? Statutory requirements?
4. Where is it used?
5. When is it used?
6. How is it used? many copies per set? many copies per year? does it relate to other printed materials?

Many of the answers will be readily known. However, research will usually be required. All the facts should be known before one proceeds with the printing. The place to start is with the people responsible for the printing and processing of the materials.

## How To Get The Most For Your State Printing Dollar

The next step is to challenge your printing needs. A checklist for printing was developed to help agencies reduce their printing costs. It is important to answer each checklist item before processing a printing requisition.

### Checklist For Printing

- ☐ Is the printed product really needed?
- ☐ Is the design functional?
- ☐ What is the most economical method of producing the product?
  - A. What quality is needed?
  - B. Can the job be designed to use standard paper?
  - C. Is more than one color of ink necessary?
  - D. What is the largest quantity to order without waste?
  - E. Is it a rush job, or can allowances be made for reasonable delivery?

Each checklist item will be explained to provide you with the necessary information.

1. Is this printed product really needed? The first decision agencies need to consider; is the printing really necessary? Some questions to ask are:
  - a) What would the consequences be if the document was not printed?
  - b) Does it serve its stated purpose?
  - c) Does the cost of printing and processing justify the printing?
  - d) Are there other related publications already in existence?

If the printing is found to be unnecessary, the analysis is complete. If it is justified, you must continue to analyze it.

2. Is the design functional? When planning and designing the layout, one needs to consider two basic design functions:
  - a) How is it processed, distributed and used?
  - b) The materials and assembly/finishing required to produce the finished product.
3. What is the most economical method of producing the product?
  - A. What quality is needed? To determine the necessary quality, you must decide what purpose the product will serve. Is it a permanent record...Will it be written on...is it for inter office use only...Will it be numbered...Will it be used many times; or once and then filed or thrown away?

Answering these questions will help you decide essential quality.

Some quality options available for consideration are:

- 1) For inter office and inter-agency communications, quick copy quality is usually adequate and can be produced more quickly and at a savings.
- 2) When high quality, large quantities, or multi-color printing is needed, the job requires negatives and aluminum plates. Metal plates can produce long runs of high quality.
- 3) If your job is best produced on equipment not available in our plant, or has a time frame we cannot meet, the agency will be responsible to complete the requisition process for printing by commercial sources. This release does not imply that you can bypass correct purchasing procedures. Printing projects totaling \$1000 or more must be bid by CSD-State Procurement Office if they are not printed at Central Duplicating. See the State Procurement Procedures Manual for additional information. Your agency's purchasing agent will assist you with the proper bidding procedures. The process requires considerable time. So allow as much lead time as possible.
- 4) Some standard forms are available from Central Supply or from outside vendors on an annual contract basis at considerable savings. It pays to investigate if a standard form will suit your needs.

- B. Can the job be designed to use standard paper? It is recommended that agencies use standard paper stock whenever possible.

Selection of paper: Paper selection is one of the most important decisions in the printing process. In successful projects, paper is part of the design which enhances the printing as well as meets the physical and cost requirements.

The trick is to choose the right paper for the right job. Many factors must be considered in the selection of appropriate stock for your document. Is the material to have any aesthetic value? Will special finishing, such as folding, be required? What is the intended use of the document, and what degree of longevity is required? Is the desired stock readily available, or must it be ordered? Is a lighter weight paper desirable to reduce mailing costs? For what type of press is the job best suited, and can the desired stock be used on that type of press? Central Duplicating Service will discuss these and other important questions with you to help determine the best and most economical stock for your needs.

Facts you should know about paper:

Paper is generally defined in terms of its use. The most standard division of paper is bond, book, text, coated, offset, cover, newsprint, index and carbonless. Paper can be ordered in various sizes.

Central Duplicating orders paper in cut sizes of 8 ½ x 11", 8 ½ x 14" and 11 x 17". This is due to the capabilities of the presses and state law, which limits state printing from printing sizes larger than 11 x 17".

- a) Paper size: Agencies need to plan their printing work into standard sizes whenever possible. The standard sizes for Central Duplicating operations are 8 ½ x 11", 11 x 17", and 8 ½ x 14". The 8 ½ x 11" and 11 x 17" usually are the most cost effective.
- b) Paper type: Central Duplicating recognizes the different needs and wants for printing and stocks a reasonable selection for agencies to use. Refer to the Central Duplicating Service Standard Paper List for a detailed listing. The following brief description of paper types and their use is provided for your reference.

BOND: This is the most commonly used paper for forms, memos, letters, procedure manuals, reports and most general types of printing. It is designed to accept ink readily for printing, has good writing properties and acceptable strength.

Central Duplicating stocks 20# bond and 60# vellum paper. The 20# bond is used for most jobs. However, if the purpose of the printing requires durability or if the ink coverage is heavy, 60# vellum paper is recommended.

COVER STOCK: Cover stocks are thicker paper designed to be used as wraps for books, manuals, reports and other published materials. Cover paper generally has excellent printability and is available in colors. Central Duplicating stocks three standard cover stocks:

- 1) Bristol covers - smooth surface and comes in a wide variety of colors.
- 2) Astro-bright covers - provide agencies with a selection of brighter colors for covers.
- 3) Worx vellum finish cover - smooth surface, replaces the 110# Index Cover, very similar in weight.

CARBONLESS PAPER: This is specially treated paper used when the printing requires multiple copies for distribution or record keeping. Paper suppliers sell this product in pre-collated color sequence. Agencies can save money by ordering their printing with standard pre-collated sequence. The set sequence of colors are:

2-part forms – white, canary or white, pink

3-part forms – white, canary, pink

4-part forms – white, canary, pink, goldenrod

5-part forms – white, green, canary, pink, goldenrod (special order stock)

6-part forms – white, blue, green, canary, pink, goldenrod (special order stock)

Changing your present sequence of forms to meet the above may present a brief period of adjustment for your staff, but the savings will be significant. Any other sequence will result in pages being collated by hand, increasing the cost of printing.

If carbonless special sequence is required, the paper will have to be special ordered. Carbonless special sequence also requires hand collating. Agencies will need to allow the necessary time for printing.

LETTERHEAD PAPER: This is a special textured paper used for office letterhead. This paper is designed to give the product a more prestigious look. Some letterhead papers may not work well in your printer. Central Duplicating will work with agencies to find the best paper for their printers.

ENVELOPES: Three sizes of regular white and four sizes of white with window envelopes. The standard stock sizes are No. 11, No. 10, No. 9, and No. 7 ¾. In addition, linen and white ripple No. 10 envelopes are stocked to match the standard letterhead.

- C.) Is More Than One Color Of Ink Necessary? While colored ink adds to the aesthetics of printing, agencies need to evaluate if it is really necessary. Each color requires an extra run through the press requiring new plates and a clean up charge, increasing the printing cost. Black ink should be considered the standard color for state printing unless agencies can justify color printing.

## Central Duplicating Services

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Central Duplicating does print colored ink on a limited basis. The standard colors are black, blue, reflex blue, brown, green and red. Black ink is used everyday, blue and reflex blue every other week. Brown, green and red are scheduled once a month. Refer to the colored ink production schedule to plan for colored printing. Central Duplicating stocks a medium blue (PMS 300), brown (PMS 469), green (PMS 347), red (PMS 185), and a dark blue (reflex blue – PMS 6000) as standard colors. If agencies want different shades of standard colors, they will need to special order the ink and allow the appropriate time for scheduling. Central Duplicating has also included special ink printing in the colored ink production schedule.

- D.) What is the largest quantity that can be ordered without waste? Agencies need to recognize the best production quantities when ordering printing. There is a need to evaluate the most cost effective quantities for both agency and printer.

There have been problems with ordering too few or too many copies. A recommended quantity guideline would be to order a six month to one year supply. Printing additional copies once the job is on the press is cheaper than placing a second order. However, one needs to consider storage and waste when making this decision.

- E.) Is it a rush job or can allowances be made for reasonable delivery? “HASTE MAKES WASTE” is never more true then in the printing business. Rush jobs, while sometimes necessary, disrupt the scheduled work and increase the production cost. Frequently, costly mistakes are made under the pressure of completing a rush job.

Lack of appropriate planning is the number one problem for scheduling work. In order to utilize staff and equipment efficiently, Central Duplicating needs to be allowed appropriate production time to complete the printing request. Work is usually scheduled five days in advance. Due to the number of agencies served and some regular priority interruptions, scheduling becomes a very complex task. Refer to the Production Time Table for assistance.

### Priority Levels

Central Duplicating receives and schedules work daily. The division has four established work priority levels for printing.

PRIORITY I – urgent work of a critical nature if not printed on time will result in an unacceptable inconvenience or loss of revenue for state government or the taxpayer.

Some examples are:

- a) Legislative budget
- b) Legislative session
- c) Tax forms
- d) Game and Fish regulations
- e) Monthly statistical reports
- f) Disaster emergencies
- g) Department of Transportation bid lettings

PRIORITY II – Emergency orders such as a sudden legal action or emergency management reports – Please note: lack of planning for appropriate production time does not qualify as Priority II work.

PRIORITY III – dated materials such as brochures, pamphlets, meeting notices and newsletters if not printed within a reasonable time will substantially reduce the usefulness of the publication.

PRIORITY IV – All other work will be printed on a first need, first serve basis. Agencies who did not plan for appropriate production time are in this priority printing level. Central Duplicating will make every effort to handle rush jobs. However, it is the division's philosophy not to cause delay and inconvenience to agencies who have planned their work.

### Requesting Printing Services

Once the planning, review and analysis have been completed and the decision is to print, you will need to complete the Request for Printing, SFN 2490. If the agency does not have their printing done at Central Duplicating, they must follow the State Procurement Office's rules for purchasing. Purchase orders are required for all printing projects not completed at Central Duplicating. Printing company logos and/or company names must not be printed anywhere on the finished product. Refer to the State Procurement Office Procedures manual for more information.

The proper information on the printing requisition will insure you the best service, accurate billing, prevent delays and confusion. All requests should have camera-ready copy, art work, sample or dummy attached to the request. Agencies should plan their

printing needs in advance to allow sufficient time to schedule and produce the product. Requests may be sent through mail, on-line network, or hand carried to Central Duplicating.

## Request for Printing Form

In order to familiarize you with the printing process, detailed information will be provided for completing each section of the request for printing. The Request for Printing, SFN 2490 is available in electronic format - <http://www.state.nd.us/eforms/Doc/02490.pdf>.

*Submitted To* – indicate if the project was submitted through the network to the Docutech.

*Authorized Agency Signature* – Agencies will be responsible for authorized signatures.

*Dept No.* – Enter your department number. This is required to correctly bill the agency for work performed. Printing orders cannot be accepted without the department number.

*Department Name* – enter the specific department.

*Division (Optional)* – This code (a 2 digit number) may be used by agencies to allow them to bill a specific division.

*Project (Optional)* – Enter project information if needed.

*Person or alternate to contact if more information is needed* – List the person to contact if there are questions about the job.

*Phone* – List the contact's phone number.

*Order Number* – Filled in by Central Duplicating. The printing requisition will be assigned an order number and scheduled upon receipt. The agency will receive the gold copy of the printing requisition with the assigned order number on it as a confirmation. Please use this number when calling for any information concerning your project. It is the best way to trace the progress or billing.

*Item Title/Include State Form Number on Forms* – Describe the item and include the state form number if it has one.

*Date Required* – Indicate month and date desired. This date may be adjusted by the scheduling personnel depending on existing work load. If desired date is critical, special arrangements may be negotiated. Please, do not use "RUSH" "ASAP" or "PRIORITY 1" for date required. If a date is not provided it will be scheduled as Priority IV Printing.

## Central Duplicating Services

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*Date Completed* – Filled in by Central Duplicating.

*Proof required* – Check this box if a proof is required.

*Form to Website* – Check this box if you want your form to be accessible on the State's E-form website.

*Pre-press Work Required* – Indicate if negatives are included, color separations are included or required, or if composition/design work is required.

*Mail Permit Required* – Check and list the permit number if the project is a mailer.

*Presort Pickup Required* – Check this box if Presort is going to pickup for a mailing. If you are having another vendor pickup your print project & you would like Central Services to contact them, list the name and phone number.

### SECTION A – Printing Information

*Total Number of Originals* – Enter the number of originals. Originals are anything that has print on it. If a sheet of paper has printing on the front and back, it would be considered 2 originals. If there is only print on 1 side of a sheet of paper, then it is 1 original.

*No. Sheets Printed 1 sided* – Indicate the number of sheets that will be printed on one side. To figure this out, pretend you have a finished document, count the number of sheets that are 1 sided and enter this number here. To help Central Duplicating know what sheets are to be one sided, either place a blank sheet behind the sheet to be printed 1 sided, write ss (single sided) on the back, or place a post-it-note on the sheet.

*No. Sheets Printed 2 sided* – Enter the number of sheets of paper that will be printed front to back. To figure this out, count the number of originals that will be printed front to back and divide by 2.

*Number of Copies or Sets* – Enter the total number of copies that you want printed.

*Paper Size* – Indicate the size of paper the job will be printed on.

*Finished Size* – Indicate the finished size of the project.

*Paper Weight* – Enter the weight of the paper desired.

*Paper Stock* – Complete this section with the specific paper stocks to be selected. Refer to the standard paper list for assistance.

*Paper Color* - Enter the color of the paper desired.

## Central Duplicating Services

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*Ink Color* – Enter the color of ink required.

*Index Tabs* – Please send a list of what you would like printed on your tabs. Central Duplicating can typeset them for you.

*Inserts* – This is originals that are printed on different stock, are a different size than the text, or are preprinted.

*Front Cover* – Enter the number of originals and paper stock if different from the text.

*Back Cover* – Enter the number of originals and paper stock if different from the text. If the back cover is blank enter a zero in the Total Number of Originals column.

*Envelopes* – Complete all the information on this line when requesting printed envelopes. Central Duplicating stocks a regular and window envelope in four standard sizes (#11, #10, #9, and #7 ¾). All other types and sizes of envelopes would need to be special ordered or printed by a commercial vender. Also include the ink color.

*Fold* – Indicate the type of fold required.

*Staple* – Indicate the type of stapling required.

*Drill* – Check this box and indicate number of holes and location. Please note, Central Duplicating uses a standard 5/16" hole.

*Special Finishing* – Listed below are special finishing requirements which may be selected to complete the request. Many print jobs require special finishing and the appropriate information should be completed.

*Binding* – Indicate the type of binding required; plastic comb, tape (indicate the color), or glue. If you request tape binding and do not indicate a color, black will be used.

*Cling Wrap* – Check this box if cling wrapping is required. Indicate the amount you would like in a package.

*Collate* – Check this box and indicate the number of sheets per set.

*Pad* – Check this box and indicate the number of sheets per pad. Also, indicate location, if chipboard, and wrap around covers are required in special instructions.

*Cut to* – Indicate finished size after cutting.

*Slip Sheet* – Indicate if a slip sheet is required between sets and select color of paper. If a color is not selected, cherry will be used.

*Perforate* – Check if perforating is required and attach a sample to indicate location.

*Mail Tabs* – Check this box if tabbing is required and attach a sample to indicate location.

*Labeling* – Indicate if you want Central Duplicating to put labels on your project. Please provide the labels or mailing list for the Docutech.

*Rubber band* – Indicate if you want Central Duplicating to rubber band your project. Indicate the quantity for each package.

## Central Duplicating Services

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*Head to Toe* – Check this box if you want your project to be printed head to toe. Head to toe is like a legal pad. If this box isn't checked, the project will be printed front to back.

*Numbering* – Indicate if the job is to be numbered. Select black or red ink and provide starting and ending numbers.

*State Library Deposit* – Agencies are required to complete this section. Central Duplicating will be responsible to deposit eight copies to the State Library if yes is checked. Remember to allow for this distribution in your quantity requested.

*Special Instructions* – Many times agencies have special instructions. These should be indicated and explained in this section. Attach necessary materials if needed and a dummy copy if possible.

*Billing Address* – Complete billing address, if it isn't going to be billed to your agency.

*Shipping/Delivery Address* – If project needs to be mailed or if a vendor is going to pickup for delivery, complete the shipping address.

*CDS Distributed 8 copies to the Library* – Filled out by Central Duplicating.

### Summary

We hope this printing information manual will provide you with the necessary information to increase your knowledge and understanding about printing. The importance of user agencies and their assigned contact people cannot be overrated. If you have any questions about printing, you are encouraged to call Central Duplicating at 328-2772 for assistance.

Included on the following pages for your use and reference are:

Guidelines for Preparing Camera Ready Copies

Disk Ready/Sending Directly to the Docutech

Equipment Guidelines

Standard Paper List

Production Time Table

Pre-Press, Desktop, Forms Design Production Information

Cost Saving Tips

Envelope Production Schedule

Standards for Publications – Page-Numbering

United States Postal Service – Mailing Project Guidelines

## Camera-ready Copy Guidelines

When submitting a printing requisition, agencies need to provide a “camera-ready” original. “Camera-ready” means an original copy that is ready for the press with no design or typesetting work required.

Many camera-ready originals can be effectively prepared by agencies using typewriters or computers with printers. Here are some guidelines for avoiding expensive retyping or excess camera work.

1. Be sure the copy is accurate. Errors on originals are the agency’s responsibility. Printers are responsible to print the copy; not read or edit it.
2. Submit the original copy. Use regular 20# white bond paper. Copies can be made from colored paper, but the quality of the image is generally lower than when white is used. Too often, poor copies of originals are received. Take the time to retype the material when the quality is questionable.
3. Prepare originals on 8 ½ x 11”, 8 ½ x 14”, or 11 x 17” sheets whenever possible.
4. Everything should be in black on white paper, including signatures, charts, diagrams, etc. Sections of the originals can be assembled with glue or tape, but do not put tape on top of any copy that is to be printed because it clouds the image that is covered.
5. Use only one side of a sheet of paper for original copy even if the final product will be front-to-back.
6. Keep photographs to a minimum. While “A picture is worth a thousand words” is normally true from the readers perspective, it is not true when considering printing cost.

The printing process produces clearly defined image areas of uniform ink density without graduation of tonal values. A photograph is a combination of various tones of shades of color and is known as a halftone. A printed halftone consists of myriads of dots the size and closeness of which translates what your eye perceives to the language that the printing press can reproduce. The medium for this translation is a camera. By including photographs in your print project, you automatically add to the cost of your job by requiring a highly technical step previous to printing. Weigh the relative merits of the information the photograph projects against the cost of reproducing it.

7. Reductions require special planning. If you will need reduction, it is recommended you visit with the printer for layout and reduction ratios.

8. Number the pages correctly. All jobs with more than one original must be continuously and consecutively numbered at a standard location on each page. When the publication is opened for reading, the front side of the page should have an odd number and the back side should have an even number. Assign page numbers to every page, front and back in the publication, including blank pages. If you like, for references, write the assigned page number on each page with a very light “non-repro blue” pen or pencil. Do not use any other kind of writing implement for this purpose.
9. When designing your publication allow a gripper margin for the press. The gripper edge is the leading edge of paper as it passes through the press. It is recommended that you leave at least 3/8" blank space around the edges. If saddle stitching and trimming are required you may have to allow 1/2" blank space on trimmed edges.

## Disk Ready Projects & Sending to the Docutech

When agencies create jobs on desktop computers, they can transfer their documents to our art department or directly to the Docutech copiers. The advantages of sending direct are:

1. Copy quality such as tints and pictures come out cleaner.
2. Decreased chance of type style and text flow problems.
3. Central Duplicating has the opportunity to output the job to a medium that best suites the project.

The following software programs are preferred by Central Duplicating when sending to the Art Department: MS Word, Pagemaker, WordPerfect, Excel, Publisher, PowerPoint, and Correl Draw.

Agencies who would like to send directly to the Docutech need to contact Central Duplicating at 328-2772.

## Equipment Guidelines

### Pre-Press Operation

Many jobs received are not camera-ready, and we are capable of providing the necessary pre-press work. Central Duplicating provides pre-press services which include form & graphic design, layout, headlining and paste-up. Plate making equipment is adequate.

### Press Operation

Central Duplicating has a good selection of presses and publishing systems to meet many of the agencies needs for printing. Agencies are encouraged to use standard size paper whenever possible; 8 ½ x 11" and 11 x 17" sizes seem to be the most cost effective for our presses. The 8 ½ x 14" size is acceptable. Agencies should eliminate full page bleeds, special inks and special stocks whenever possible.

### Bindery Operation

Central Duplicating provides a wide range of bindery services including folding, saddle stitching, collating, stapling, drilling, perforating, numbering, binding, and tabbing. Agencies need to recognize the capabilities of the bindery operation and design printed material to meet the capabilities of the equipment. Agencies should use standard sizes of paper whenever possible and eliminate special bindery work whenever possible.

- a. Borg Saddle Stitcher – Collates, staples, folds and turns materials into booklets. This equipment has twenty-two stations, but 14 to 16 stations seem to be the maximum limits depending on the weight and size of the paper. The best sizes are 8 ½ x 11", 11x17", and 8 ½ x 14" paper which can be folded in half. The minimum half fold page size is 4 ¼ inches. This equipment is also used to collate and corner stitch 8 ½ x 11" and 8 ½ x 14" documents.
- b. Folder – This is a high speed folder which is designed to handle half, letter, s-fold and double parallel folds efficiently. Once again, using standard sizes of 8 ½ x 11", 11 x 17" and 8 ½ x 14" paper with standard folds is the most cost effective. Eliminate odd folds and please note that this piece of equipment cannot fold two pieces or more at the same time.

Table Top Folder – Allows us to fold stapled sets. Can also fold cards to 3 x 4".

- c. Drill – This piece of equipment is used to drill one, two or three holes. Hole size is 5/16 inch.

## Central Duplicating Services

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- d. Stitcher – This is used to staple larger books, ¼" minimum to ½" maximum; corner and side staple.
- e. Binding – Recommend stapling, plastic comb, saddle and padding as best methods of binding for our operation. We use 19 ring and 15 ring plastic combs for spiral binding. The Docutech 135 can also tape bind the 11" side of a book up to 125 sheets of 20# bond paper. In our bindery area, we can tape bind the 8 ½", 11" or 14" side of a book up to 350 sheets of 20# bond paper.
- f. Numbering – CDS is capable of doing some numbering. There are some limitations and it would be advisable to visit with Central Duplicating when designing.
- g. Perforating – CDS is also capable of doing some limited perforating. Visit with Central Duplicating when designing.
- h. Tabbing Machine – CDS is capable of providing tabbing services for mailing. Stapling to seal mailing pieces is not accepted by the U.S. Postal Service. Depending on the weight of the paper, your project may require more than 1 tab for mailing. The dual tabber allows us to place 2 tabs on a piece at one time.

## Standard Paper List

<b>DESCRIPTION</b>	<b><u>8 ½ X 11</u></b>	<b><u>11 X 17</u></b>	<b><u>8 ½ X 14</u></b>
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**20# Bond Text**

White	Std	Std	Std
Canary	Std	Std	So
Pink	Std	Std	So
Green	Std	Std	So
Blue	Std	Std	So
Gold	Std	Std	So
Cherry	Std	Std	So
Buff	Std	Std	So
Salmon	Std	Std	So
Orchid	Std	Std	So

Other colors are available.  
For more information,  
contact Central Duplicating  
at 701-328-2772.

**The following colors can be special ordered:** Cream, Ivory, Tan

**60# Vellum Text**

White	Std	Std	Std
Yellow	Std	Std	So
Blue	Std	Std	So
Ivory	Std	Std	So
Gray	Std	Std	So

**The following colors can be special ordered:** Green, Gold, Tan, Natural, Cream, Orchid, Peach, Aqua, Red, Orange, Pink

**60# Astro Bright Text & 65# Cover**

Celestial Blue	Std
Gama Green	Std
Re-entry Red	Std
Solar Yellow	Std

Text weight is only stocked in 8.5 x 11. Cover weight is stocked in 8.5 x 11 and 11 x 17.

**The following colors can be special ordered:** Orbit Orange, Galaxy Gold, Lunar Blue, Terra Green, Mars Magenta, Neptune Blue, Venus Violet, Pulsar Pink, Lift-off Lemon, Cosmic Orange, Rocket Red, Planetary Purple, Fireball Fuchsia, Starfire Pink, Sunburst Yellow, Gemini Green, Stardust White

**70# Vellum Text – Great for Newsletters**

White	Std	Std
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## Central Duplicating Services

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<b>DESCRIPTION</b>	<b><u>8 1/2 X 11</u></b>	<b><u>11 X 17</u></b>	<b><u>8 1/2 X 14</u></b>
<b>67# Bristol Cover</b>			
White	Std	Std	So
Yellow	Std	Std	So
Pink	Std	Std	So
Green	Std	Std	So
Blue	Std	Std	So
Red	Std	Std	So
Ivory	Std	Std	So
Tan	Std	Std	So
Gray	Std	Std	So
Orchid	Std	Std	So
Gold	Std	Std	So
Aqua	Std	Std	So
Orange	Std	Std	So

**65# Worx Vellum Finish Cover (Replacing the 110 lb. Index Cover, very similar in weight)**

White	Std
Canary	Std
Cherry	So
Buff	Std
Ivory	Std
Salmon	Std
Green	Std
Blue	Std
Gold	Std
Gray	Std
Orchid	Std

<p><b>Contact Central Duplicating for special sizes, weights, and colors.</b></p>
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**Carbonless Paper** (Carbonless Special Sequence is special order.)

- 2 Part NCR (white/canary or white/pink)
- 3 Part NCR (white, canary, pink)
- 4 Part NCR (white, canary, pink, gold)
- 5 Part NCR (white, green, canary, pink, gold) – **Special Order**
- 6 Part NCR (white, blue, green, canary, pink, gold) – **Special Order**

<b>24# Laser Paper</b>		<b>Envelopes</b>	<b>#11</b>	<b>#10</b>	<b>#9</b>	<b>#7 3/4</b>
White	Std	White/Regular	Std	Std	Std	So
<b>Letterhead</b>		White/Window	Std	Std	Std	Std
Ripple White	Std	White Linen		Std		
White Linen	Std	Blue Linen		Std		
Blue Linen	Std	Ivory Linen		Std		
Ivory Linen	Std	Gray Linen		Std		
Gray Linen	Std	White Ripple		So		

## Production Time Table

Planning your printing at the beginning will help eliminate production problems. Scheduling production time when we serve so many agencies with a wide variety of printing needs becomes a very complicated procedure.

Adequate lead time must be allowed between the date the request is submitted and when the completed job is required. Basically, one needs to consider the quantity and type of work required to complete the job. Time must be allowed for each of the following operations: pre-press, press and bindery. In addition, if you need special paper or ink additional time needs to be scheduled. Provided below is a production time table for your reference to assist you with planning your printing work. Work will not be scheduled by telephone or accepted incomplete; when a completed requisition is received your job will be scheduled!

<b>Composing Services</b>		Agencies need to allow time if their job requires composing services; at least a week for regular work. More time needs to be allowed for large or complex jobs. Note: extra revisions or changes will add to the time.		
<b>TOTAL SIDES OF PAPER</b>	<b>PRE-PRESS REQUIRED</b>	<b>ASSEMBLY-BINDERY WORK REQUIRED</b>	<b>TIME REQUIRED FOR PRODUCTION</b>	<b>PRESORT – MAIL PREP TIME TABLE</b>
100-2,000	No	No	1-2 Working Days	1-2 Working Days
100-2,000	No	Yes	2-3 Working Days	1-2 Working Days
100-2,000	Yes	No	2-3 Working Days	1-2 Working Days
100-2,000	Yes	Yes	4-5 Working Days	1-2 Working Days
2,000-5,000	No	No	2-3 Working Days	1-2 Working Days
2,000-5,000	No	Yes	3-4 Working Days	1-2 Working Days
2,000-5,000	Yes	No	3-4 Working Days	1-2 Working Days
2,000-5,000	Yes	Yes	5-6 Working Days	1-2 Working Days
5,000-100,000	No	No	6-8 Working Days	2-3 Working Days
5,000-100,000	No	Yes	8-10 Working Day	2-3 Working Days
5,000-100,000	Yes	No	8-10 Working Days	2-3 Working Days
5,000-100,000	Yes	Yes	10-15 Working Days	2-3 Working Days
100,000 and over	No	No	10-15 Working Days	5+ Working Days
100,000 and over	No	Yes	15-20 Working Days	5+ Working Days
100,000 and over	Yes	No	15-20 Working Days	5+ Working Days
100,000 and over	Yes	Yes	20-30 Working Days	5+ Working Days

**Colored Ink: AS PER COLORED INK PRODUCTION SCHEDULE –**

**[www.state.nd.us/csd/duplicating](http://www.state.nd.us/csd/duplicating)**

**Special Paper/Ink: Recommend allowing 2-3 weeks. Work cannot be scheduled until paper/ink is delivered.**

**Mail Deliver: First-Class Mail within N.D. allow 1-2 days; out of state allow 2-3 days**

**Standard Mail within N.D. allow 1-4 days; out of state allow 3-10 days**

### Pre-Press, Desktop, Forms Design Information

Many jobs received are not camera-ready or require changes. Central Duplicating is capable of providing the necessary pre-press work. We provide pre-press services which include forms design, graphics design, layout, headlining, and paste-up.

Planning your printing at the beginning of the project needs to include composition, desktop and forms design services. When scheduling these services, two weeks (ten working days) needs to be allowed for the composition, proofing and agency approval. This time needs to be added to the planning process for printing. Allowing adequate lead time for pre-press is one of the most overlooked areas when planning for printing.

Effective July 1, 1997, Information Services Division, Records Management transferred the forms design services to Central Services Division/Central Duplicating. If you need assistance, call 328-4069.

### Cost Saving Tips

Practically every organization is concerned with ways to cut operating costs. Printing is not an exception. There are ways to cut costs in time and materials; some are suggested here. Even if all the suggestions do not apply to your particular situation, they are still worth considering for future reference.

1. The following are the most frequent customer related causes of overrun costs on printing.
  - a) Changing copy, layout and design after the work has been started and scheduled.
  - b) Starting too late.
  - c) Taking too much time to approve camera ready originals.
  - d) Not having a realistic time table to allow the job to be scheduled and printed.
2. Keep the number of pages to a minimum. Is everything included necessary? Could some parts be summarized?
3. Print on both sides of the paper whenever possible.
4. Use one color of ink whenever possible.
5. Use the least expensive paper adequate for your needs.
6. Limit the use of photographs.

7. Avoid full page bleeds – Pages on which the printing extends to the edge with no margins.
8. Consider the possibilities of converting 8 ½ x 14" printing to 8 ½ x 11" paper size.
9. Use standard size paper whenever possible.
10. Evaluate the need and use of the various types of binding services.
11. Use the pre-collated color sequence for carbonless paper whenever possible.
12. Order the quantity that is most cost effective, consider waste and storage when making this decision.

## Colored Ink (other than envelopes)

Colored ink jobs will be started on Monday of the scheduled week. If your job is not submitted PRIOR to the scheduled week, it may have to be rescheduled during the next scheduled colored ink run. The colored ink schedule is available at <http://www.state.nd.us/csd/duplicating/default.html>.

## Envelope Schedule (Black & Colored Ink)

Envelopes are printed daily. The press operator will schedule your job according to your due date and ink color. If you are printing colored ink envelopes, you do not use the colored ink schedule. The envelope press operator will run colors as needed.

## Page – Numbering Standards for Publications

A careful examination of the page-numbering system used in any professionally-published newspaper, magazine, catalogue, or textbook will reveal that, when the publication is opened for reading, all right-hand pages have odd page numbers, and all left-hand pages have even page numbers. A few reasons for this tradition:

1. Logic – If the front of the first sheet in a book is page one, and if the book is printed on two sides, then the front of each sheet will have an odd page number.
2. Convenience in reading – For example, if the table of contents in a newspaper says “Comics – page 6B”, the reader (perhaps subconsciously) knows to look at the left-hand pages of the section to find the comics.
3. Cost of printing – Printers and collators instinctively know that page 2 goes on the back of page 1, page 200 goes on the back of page 199, etc. Because of the “kid-glove” treatment, and inherent confusion caused by improperly-numbered originals:
  - a. the printing and collating time increased, with a corresponding increase in the cost of production, or
  - b. the job is printed wrong, and the customer is dissatisfied, or
  - c. the job is printed or collated wrong, and has to be reprinted.

For these reasons, Central Duplicating will not as a rule accept improperly numbered originals for printing. Please follow these guidelines when numbering documents for publication:

1. Complete typing or otherwise preparing all pages in the publication before assigning page numbers to individual pages, table of contents, or indexes.
2. Determine how all pages will be arranged, front and back, for the publication (paper-clip the front page to the back page of each sheet in the book.) When starting a new chapter or section, if you wish for the first page to be on the right-hand (front) side, sometimes the preceding (left-hand) page will be blank.
3. Assign page numbers to every page, front and back in the publication, including blank pages. Every side of every sheet in the completed book, including blank pages, and both sides of all divider sheets will have an assigned page number, whether printed or not. (If you like, for references, write the assigned page number on each page with a very light “non-repro blue” pen or pencil. Do not use any other kind of writing implement for this purpose.) The following tables will help you determine page number assignment:

## Central Duplicating Services

Newsletters and small pamphlets without covers, table of contents, or chapters:

DESCRIPTION	ASSIGNED PAGE #	PAGE SIDE	IS PAGE # PRINTED ON PAGE
Front or title page	1	front (right side)	no
1 <sup>st</sup> page of narrative	2	back	yes
back of cover or title page		(left side)	
2 <sup>nd</sup> page of narrative	3	front	yes
3 <sup>rd</sup> page of narrative	4	back	yes

**Books (with heavy covers, tables of contents, chapters or sections, etc.):**

DESCRIPTION	ASSIGNED PAGE #	PAGE SIDE	IS PAGE # PRINTED ON PAGE?
of front cover	none	front	N/A
back of front cover	none	back	N/A
fly sheet (title page)	i	front	no
back of fly sheet (acknowledgment, etc.)	ii	back	yes
table of contents	iii	front	yes
table of contents (cont'd) or back of table of contents (blank) etc.	iv	back	no
1 <sup>st</sup> page of preface or forward	odd Rom. Num.	front	yes
subsequent pages of preface or forward	odd/even Rom. Num.	front & back	yes

## Central Duplicating Services

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### Option I (Title Divider Sheets)

DESCRIPTION	ASSIGNED PAGE #	PAGE SIDE	IS PAGE # PRINTED ON PAGE?
Option II (Straight Narrative) Beginning of narrative (sec. 1)	1	front	no
2 <sup>nd</sup> page of narrative	2	back	yes
subsequent section beginnings	odd	front	optional
first page of index	odd	front	optional
front of back cover	none	front	N/A
back of cover	none	back	

If, at this point, you have any doubts as to the correctness of the page numbers, or if you have unusual page numbering requirements (such as special section numbering, or addendum to previous publications) please contact Central Duplicating Services for assistance.

Type page numbers on applicable pages, tables of contents, and indexes and submit for printing.

Following these not-so-simple procedures correctly will result in a more professional product, in less time and lower expense, for agencies using Central Duplicating Services.

## United States Postal Service

### Mailing Project Guidelines

There are many factors that determine postage costs and how quickly your mailpieces will be delivered. This guide is intended to help you plan your mailings to meet your time frames for each project. Any of the publications mentioned below can be obtained from your local Post Office.

### Classes of Mail

When deciding which class of mail you should use for your project, you must consider the contents and how quickly you want it delivered.

First-Class mail includes all personal correspondence, all bills and statements of accounts, all matter sealed or otherwise closed against inspection, and matter wholly or partly in writing or typewriting. Any mailable items may be sent as First-Class Mail. Each piece must weigh 13 ounces or less. Pieces over 13 ounces can be sent as Priority Mail.



Standard Mail is printed mail that is non-personal in nature. Some examples are brochures, blank forms, newsletters, and booklets. Note: Anything handwritten, typewritten, or personal in nature is required to be mailed First-Class.

Delivery time varies depending upon the class of mail you choose. First-Class Mail receives preferential processing over Standard Mail.

Discounted rates are available for volume mailings if mailers meet certain sorting and tray requirements. There are a number of vendors locally who can prepare the mailing for you or contact your local Business Mail Entry Unit for information and assistance if you wish to do it yourself.

### Presorted Standard

The US Post Office has changed the wording on the bulk permit to PRESORTED STANDARD or PRSRT STD. As of January 10, 2001, the Post Office will no longer accept the old Bulk Rate permit. The following is an example of what the old Bulk Rate and the new PRESORTED STANDARD look like:

OLD	NEW
	

### Designing Your Mailpiece

Automated (barcoded) postage rates are the lowest available. The design of your mailpiece is critical to qualify for these rates. The ideal automated letter is a white #9 or #10 envelope with black ink using a readable (sans serif is recommended) type. Publication 25, Designing Letter and Reply Mail, contains more specific information and other recommendations, detailing paper and ink color, print font and spacing, and shape.

The minimum dimensions for a letter are 3.5" in height and 5" in length. The maximum dimensions for a letter are 6 1/8" in height, and 11.5" in length, and 1/4" in thickness. We recommend that the mailpiece length divided by its height is greater than 1.3 and less than 2.5. Depending on the rate claimed and the placement of the address, a surcharge may be charged if these dimensions are not met.

There is also a difference in the postage charged for letter vs. a nonletter in a Presorted Standard mailing. A nonletter would exceed the above dimensions, and would cost up to an additional \$.05 each.

Notice 3A, Letter-Size Mail Dimensional Standard Template, will easily determine if your mailpiece is eligible for letter-size rates or subject to a surcharge. The Postal Business Center has a Mailpiece Design Analyst who can review your mailpieces for automation compatibility and make suggestions on design layout.

### Addressing Your Mailpiece

Complete and current addresses are critical for the proper on-time delivery of your mail. There are several ways to maintain current address information in your database. Some of the quality address requirements are listed below:

Effective July 1, 1996, all automated (barcoded) mailings must be processed through CASS/MASS software within 6 months of the mailing date.

Effective October 1, 1996, all ZIP Codes must be verified within 12 months of the mailing date. This can be a manual verification as well as an automated verification.

Effective January 1, 1997, for discounted First-Class Mailings, all addresses will need to be updated with move information within six months of the mailing date. There are manual and electronic updates available through the Postal Service. Contact your account manager for information on programs such as Address Correction Requested (ACR), Address Change Services (ACS), and National Change of Address (NCOA).

### Reply Mail

Reply mail offers faster response and more accurate delivery. There are two basic types of reply mail, business reply mail and courtesy reply mail. For more information regarding reply mail see the United States Postal Service website at [www.usps.gov](http://www.usps.gov).

Business reply mail (BRM) enables you to receive First-Class Mail back from customers, paying postage only on the pieces that your customers return. You may distribute cards, envelopes (letter-size and flat-size), self-mailers, cartons, and labels as BRM.

Courtesy reply mail (CRM) is advisable when responses are more or less assured, such as invoices for payment sent by mail. With CRM, you (the sender) provide your customer (the respondent) with a preprinted return envelope or card. The customer pays the return postage.

Effective January 1, 1997, all reply mail that is included in an automation (barcoded) mailing must be barcoded. Contact the Mailpiece Design Analyst at 1-605-357-5053 for assistance with any of the above options and free camera - ready artwork. Please allow 3 to 5 days for processing and delivery.

### Postage Payment Methods

**Permit Imprint:** An imprint is printed directly on the mailpiece during the production process and contains information needed by the Postal Service to collect the correct amount of postage. Mail with a permit imprint must be part of a Presorted Standard or Presorted First Class mailing, be identical in weight, and entered through the Business Mail Entry Unit. This type of postage payment is ideal for newsletters and booklets that are mailed in large quantities.

**Postage Meter:** Either a meter imprint or a meter strip is placed on each mailpiece. This type of postage payment is ideal for mailings that contain multiple weight pieces. A special "slug" must be used if you are requesting discounted rates, such as Presorted Standard; Presorted First-Class, etc.

**Precanceled Stamps:** Authorization to use precanceled stamps may be obtained through the Business Mail Entry Unit. Stamps are issued in select denominations and any additional postage due would be paid when the mail is presented through the Business Mail Entry Unit. Some companies prefer using stamps on their bulk mailings for a different reaction.

## United States Postal Service Resources

### ACCOUNT MANAGER

1-701-241-6164

An Account Manager is assigned to help state agencies mail efficiently and to discover new applications for postal services that streamline government.

**MAILING STANDARDS SPECIALIST** - A specialist works with customers, advising them on mail preparation procedures and mailing requirement issues.

EASTERN NORTH DAKOTA  
WESTERN NORTH DAKOTA

1-701-241-6155  
1-701-221-6532

**BUSINESS MAIL ENTRY UNIT** - This department processes volume mailings and answers customer questions on preparation.

**LOCAL POSTMASTER** - Oversees retail and Business Mail Entry Unit Services.

### USPS HOME PAGE ON THE INTERNET

<http://www.usps.gov>

Information on rates, ZIP Codes, Postal Business Center locations, arrange for pick-up of Express Mail or Priority Mail packages, and other valuable information.

**RAPID INFORMATION BULLETIN BOARD SYSTEM (RIBBS)** - A bulletin board service that allows you to post a question or access postal bulletins, postal rate information, blank postage statement forms, classification reform information, and other postal information.

### United States Postal Service Publication

There are a number of publications which will aid you in planning your mailing project. These forms may be acquired through your local Post Office, your Account Manager, or the Postal Business Center.

<b>Publication 25</b>	Designing Letter and Reply Mail
<b>Publication 28</b>	Postal Addressing Standards
<b>Publication 32</b>	Glossary of Postal Terms
<b>Publication 95</b>	Quick Service Guide
<b>Publication 201</b>	Consumer's Guide to Postal Services & Products
<b>Publication 221</b>	Addressing for Success
<b>Publication 300-A</b>	Consumer & Business Guide to Preventing Mail Fraud
<b>Publication 347</b>	Mailing Free Matter for Blind and Visually Handicapped Persons

### Mail Classification Reform Publications

## Central Duplicating Services

### Automation Compatibility Checklist Letter Size

These checkpoints refer to the barcoding automation rules in the Domestic Mail Manual (DMM), C810-C840. You may use this checklist to assist you in determining if your mailpieces qualify for automation discount rates.

✓	<b>METER DATE, POSTAL INSCRIPTION, RATE AND ENDORSEMENT</b>	
	Does it meet letter-size dimensions?	Min: 3.5" x 5" Max: 6 1/8" x 11 1/2"
	Does it meet thickness limits?	Min: .007 Max: 1/4"
	Is it rectangular in shape?	Aspect ratio between 1.3 and 2.5
	Is it within weight limits?	Max: 3.3 ounces
	Is paper stock/weight within limits?	Min: 16 lbs.-envelope: 20 lbs.-self mailer
	If not an envelope, is it tabbed?	See tabbing section (DMM C810.4.0)
	Does it have adequate flexibility?	See flexibility section (DMM C810.5.0)
	Does it have a proper barcode clear zone?	Lower right corner 5/8" x 4 3/4"
	Does it have a proper window position?	Within OCR scan zone
	Does it have any prohibited closures?	Staples, clasps, string, wire, etc. are prohibited
	Is it enclosed in polybagging?	Polybagging is prohibited
✓	<b>DELIVERY ADDRESS</b>	
	Processed through CASS certified software?	Within 6 months of mailing
	Printed within OCR read area?	A 2 3/4" – 3" band across envelope
	Arranged in standard format?	Left justified, all caps, etc.
	Printed in readable type font?	Fixed pitch 10-12 preferred, etc.
	Properly spaced?	No blank lines
	Meets proper contrast ratio?	If questionable, have it tested
	Meets proper window clearance?	Within the full movement of the insert
	Address is not skewed?	5 degrees maximum
	Return address is not in OCR read area?	Top fourth of mailpiece
✓	<b>MAILPIECE BACKGROUND COLOR/CONTRAST</b>	
	Background reflectance within standards?	Dark background prohibited
	Pattern contrast is under 15%?	If questionable have tested
	Envelope stock opacity complies with standard?	Limits show through of printed information
	Address area clear?	Extraneous printing should not appear in address area
✓	<b>BARCODE REQUIREMENTS</b>	
	Barcode spacing complies?	If questionable, have tested
	No extraneous print, ink or voids?	If questionable, have tested
	Barcode is not skewed?	Up to 5 degrees allowed